



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

HEALTH RECORD TECHNICIAN I

(This is a re-advertisement. If you have previously applied when it was originally advertised on 10/20/15, it is not necessary to re-apply.)

SALARY RANGE	\$2758 - \$3455
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	Clinical Records
FINAL FILING DATE	December 2, 2015

DESCRIPTION OF DUTIES: Under the supervision of the Health Record Technician III, the Health Record Technician I is responsible for the accurate maintenance of various health record system components (records, files, indices, data bases, etc.) Works with structured records and procedures to complete assignments, following facility and Department of Developmental Services' policies and procedures, and complying with the various regulatory and accreditation agencies' standards. Adheres to policies on operation and security of automated data systems. Abstracts and processes client demographic and health record data utilizing various reports formats. Accurately audits clinical record data utilizing established formats and guidelines and completes reports of findings for residence staff, program/facility management staff, and the Clinical Record Department supervisors. Responsible for reviewing assigned procedures at least annually and advising the HRT II of the need for any revisions or clarifications. Provide back-up coverage for all assignments within the File/Audit Section of the Clinical Record Department to ensure all required assignments are completed.

WHO MAY APPLY: Candidates with list or transfer eligibility for the classification will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 p.m.). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.